

STAFFORD COUNTY SCHOOL BOARD

Agenda Consideration

TOPIC: Proposed Amendment to Policy 5-34:
Personnel, Travel Allowances/Expenses

ITEM NO:

PREPARED BY: H. Charles Woodruff, II
Assistant Superintendent for
Financial Services

Jill Hubbard
Director of Finance and Accounting

MEETING: August 23, 2005

ACTION DATE: September 13, 2005

ACTION REQUESTED BY THE SUPERINTENDENT: That the School Board approve revisions to Policy 5-34 "Personnel, Travel Allowance/Expenses" to align it with revised County Policy adopted by the Board of Supervisors on July 5, 2005

KEY POINTS:

1. Current per diem reimbursement regulation: One rate for all geographic locations; no adjustment for higher cost areas.

Proposed change: Use IRS per diem rates for meals and incidentals, (Stafford County Policy dated 07/05/2005).

Anticipated benefits of proposed policy change:

- Reimbursement rates based on geographic location.
- Facilitates processing of travel advances.
- Reduces paperwork.
- Brings Stafford County Public Schools' Policy in line with Stafford County Policy.

2. Current mileage rate reimbursement regulation: Fixed rate determined by School Board regulations on an annual basis.

Proposed change: Stafford County Public Schools' mileage rate will conform to IRS mileage rate (Stafford County Policy dated 07/05/05).

Anticipated benefits of proposed policy change:

- Rate will always be current.
- Eliminates need for School Board to make annual determination of rate.
- No discrepancy between School and County rates.

SCHOOL BOARD GOAL 6: Introduce programs to enhance employee status, within the school division, and the community at large, so that employees are aware of their value to school and community.

FUNDING SOURCE: All School Funds

AUTHORIZATION REFERENCE:

Attachment